THE CONSTITUTION OF NORFOLK QUILTERS

1. **NAME**
   The Society shall be called Norfolk Quilters.

2. **PURPOSES AND OBJECTIVES**
   The purposes and objectives of Norfolk Quilters are:
   a) To promote the craft of quilt making in Norfolk
   b) To bring local quilters together
   c) To encourage the formation of local groups
   d) To introduce the craft to the public at large through workshops, exhibitions, demonstrations, publications, etc

3. **MEMBERSHIP**
   Membership shall be open to any person who pays the appropriate membership fee. Young Quilters' membership will be open to young persons from school year 3 to year 13 inclusive.

4. **COMMITTEE**
   The committee shall consist of FOUR Honorary Officers and up to SIX other General Committee Members. The OFFICERS shall be the Chairman, Treasurer, Secretary and Membership Secretary. GENERAL COMMITTEE MEMBERS shall include Workshop Secretary, Young Quilters' Coordinator and Quilters Quarter Editor. The remaining General Committee Members shall take on various posts as required.

5. **ELECTION AND SERVICE OF OFFICERS AND COMMITTEE MEMBERS**
   a) The FOUR Honorary Officers will be elected at the Annual General Meeting, from members of Norfolk Quilters of at least one year's standing, for a one year term of office.
   b) The SIX General Committee members will be elected at the Annual General Meeting, from members of at least one year's standing, for a one year term of office.
   c) Committee Members may stand for re-election but service is limited to FOUR consecutive years on the Committee.
   d) Committee members who have served the maximum FOUR years may offer themselves for re-election for a further term of office after a period of ONE Membership Year has elapsed, ie at the start of the SIXTH year.
   e) Nominations for the Committee must be proposed and seconded by fully paid up members of the Society and must be accepted by the nominee. Nomination Forms must be received by the Membership Secretary at least TWENTY EIGHT days before the Annual General Meeting.
   f) In the event that no nomination is received for a Committee Member and where the retiring Committee Member is unwilling, or ineligible to stand **(see maximum period of service in (c) above)**, then a members of one year's standing may be proposed and seconded for election by the members present at the Annual General Meeting.
   g) Should more than one nomination be received for any Committee/Officer position elections shall be held by ballot at the Annual General Meeting.

6. **OPERATION OF THE COMMITTEE**
   a) The day to day business of Norfolk Quilters shall be run by the committee.
   b) The Committee shall meet at least FOUR TIMES per year.
   c) A majority of the Committee members shall constitute a Quorum at any meeting of the Committee.
   d) The Committee shall appoint a Vice-Chairman from within the committee.
   e) Should the office of Chairman become vacant during a year of office, the Vice-Chairman will succeed in office to fill the unexpired term.
   f) Should a vacancy occur in any other position, the Committee will appoint another member of the committee to fill the unexpired term, or they may co-opt a member of the Society to take on this role if they agree that this is required.
   g) The Committee may co-opt further members of Norfolk Quilters, or seek specialist advice, should the business of the Society so require. Co-opted members and advisors may attend committee meetings but they shall not vote at said meetings.
   h) The Webmaster shall be considered to be an "ex officio", non-voting, member of the Committee unless she/he is also an elected Committee member.

7. FINANCES AND MEMBERSHIP DUES

a) Annual subscriptions for ALL members will be decided by the committee for the membership year **1st September in any year to 31st August** of the following year and must be announced in the edition of the Quilters' Quarter in which the membership renewal form is sent out.

b) The annual subscription will become due on **1st September** or, in the case of new members, on joining. An amount of half the annual fee will be charged to new members joining Norfolk Quilters after 1st March in any one year. Any member from the previous membership year renewing after 1st March in any one year will not be eligible for this discount.

c) The bankers of Norfolk Quilters will be appointed at the convenience of the Treasurer and money will be handled only through current and deposit accounts as required. The Accounts will be in the name of Norfolk Quilters and shall be operated by the Treasurer and one or two more other members of the Committee as appropriate. Two signatures out of three will be required for each transaction.

d) The Committee will appoint an Examiner and the examined accounts of Norfolk Quilters will be presented by the Treasurer at each Annual General Meeting.

8. MEETINGS OF NORFOLK QUILTERS

a) Annual General Meetings will be held not later than eight weeks after the end of the membership year.

b) Other General Meetings may be arranged at the discretion of the Committee.

c) Extraordinary General Meetings will be called by the Committee or on receipt of a written request signed by 10% of the voting members of Norfolk Quilters.

9. VOTING

a) At the Annual General Meeting any person who was a paid up member of Norfolk Quilters up to 31st August preceding the meeting and any person being a current paid up member of Norfolk Quilters may be present and vote in person.

b) At Committee meetings each Officer and each elected member of the Committee will have one vote. In the event of a tie the Chairman will have a further casting vote.

10. CHANGES TO THE CONSTITUTION

a) Any changes to the Constitution must be made at a General Meeting and have been previously notified to all members eligible to attend.

b) The text of any proposed addition, or amendment, to the Constitution of Norfolk Quilters must be submitted to the Committee at least TWO CALENDAR MONTHS prior to the date of the Annual General Meeting or Extraordinary General Meeting at which it is to be presented to the members.

11. DISSOLUTION OF THE SOCIETY

Dissolution of the Society must be agreed at either an Annual General Meeting or an Extraordinary General Meeting. In the event of dissolution members attending the said meeting shall appoint two/three persons, to conclude outstanding business and dispose of effects and any surplus funds whether held jointly or separately shall be distributed to groups or organisations with similar aims and objectives as Norfolk Quilters in this county. The recipient/s of any surplus funds will be agreed by the members attending the meeting at which dissolution is agreed.

Adopted at Norfolk Quilters Annual General Meeting held on Saturday 8 October 2022